**Assembly Instructions**

**Roosevelt™ Reception Desk and Task Return**

**Recommended Tools**
- Phillips Screwdriver
- Electric Drill
- Square

**Package Contents**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Side Tape</td>
<td>1</td>
</tr>
<tr>
<td>5/16&quot; x 1 3/16&quot; Wooden Dowels</td>
<td>1</td>
</tr>
<tr>
<td>Mounting Brackets</td>
<td>4</td>
</tr>
<tr>
<td>#10 x 5/8&quot; Panhead Screws</td>
<td>32</td>
</tr>
</tbody>
</table>

**Note:** This instruction explains installation of a task return to a desk. It is recommended that more than one person be used to assemble this unit. It is also recommended that the desk be in its intended location prior to attachment of the return.

1. Remove plastic film backer from one side of the adhesive tape. Adhere tape to the return’s modesty panel edge, covering the dowel hole (Figure A).

![Figure A](image1.png)

2. Cut tape away from dowel hole and insert dowel (Figure B).

![Figure B](image2.png)

3. Attach two (2) mounting brackets to underside of desk top, centering the brackets with the edge of the top. Use four (4) #10 x 5/8" panhead screws per bracket (Figure C).

![Figure C](image3.png)

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call National Customer Service.
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**4** Attach two (2) mounting brackets to inside of edge of desk and end panel, centering the brackets with the edge of the end panel. Use four (4) #10 x 5/8” panhead screws per bracket (Figure D).

**5** Remove remaining plastic film backer from adhesive tape on return. Align dowel in return with hole in desk. Push return towards desk, making sure dowel enter hole in desk. Make sure all worksurfaces and panels are flush, then press both units firmly together to eliminate any gaps (Figure E).

**LEVELING:**

Level both units before attaching the screws, reference Assembly Instruction #1399193

**6** Attach all mounting brackets to the return using (16) #10 x 5/8” panhead screws. Make sure all gaps are eliminated and firmly tighten all screws (Figure F).